

**SOUTH HARRISON SCHOOL DISTRICT
BOARD OF EDUCATION
MINUTES**

Regular Meeting
June 19, 2017
7:00 p.m. Cafeteria

A. Call to Order

Meeting called to order at 7:00 p.m. by President Brown.

B. Pledge of Allegiance

C. Statement of Open Public Meeting Compliance

Pursuant to the Open Public Meetings Act, Chapter 231, Public Laws of 1975, this meeting has been duly advertised in the South Jersey Times, issue of January 14, 2017. All municipal clerks of the townships and boroughs within the Regional School District have been duly notified and the requirements of posting of notices have been met.

D. Roll Call

Members Present

Janet Brown, Laura Bruno, Toni Buckley, Deborah Cunningham, Janice Huggins, James McShea, Ron Reilly, Paul Tropea, Mr. Jason Schimpf, School Business Administrator/Board Secretary, Mrs. Patricia Calandro, Chief Academic Officer and Dr. James Lavender, Superintendent.

Members Absent

Michael Brennan, James McShea

E. Student Recognition

May

1St Grade	Talia Pacitti
2nd Grade	Sophia Verdinelli
3rd Grade	Rebecca Small
4th Grade	Kyle Nordone
5th Grade	Sean Steckler
6th Grade	Andrew Altmann

April

5th Grade	Nicolette Linden
6th Grade	Alexandra Weatherby

F. Presentations

G. Public Participation

Jennifer Jones, Inquired about the possibility of reinstituting half-days towards the end of the school year. Specifically on the last day of school.

H. Executive Session

Motion by Buckley, second by Huggins, that the Board of Education approve the following:

BE IT RESOLVED that the South Harrison Township Elementary School District Board of Education desires to hold a closed Executive Conference Session at 7:56 p.m. prevailing time, for approximately 30 minutes as follows:

Item Discussion Item(s)* (Agenda to extent known)

- 1 Personnel-Superintendent Evaluation
- 2 Negotiations

**Pursuant to the list of exceptions set forth in the Open Public Meetings Act 10:4-12*

The president reconvened the meeting at 9:39 p.m.

Motion carried unanimously

I. Approval of Minutes

Motion by Cunningham, second by Bruno, that the Board of Education approve the minutes from the following meeting(s):

<u>Date</u>	<u>Type of Meeting</u>
I-1. May 22, 2017	Regular Meeting

Motion carried unanimously

J. Correspondence

Motion by Cunningham, second by Huggins, that the South Harrison Board of Education approve the Superintendent's Recommendations as follows K1-K3, L1-L7, M1, N1-N9, and O1.

K. Personnel

K-1 Change of Status (Name change, rescind position, corrections, transfers, guide movement)

BE IT RESOLVED that the following changes in status be approved, as recommended by the Superintendent of Schools:

Name	Position	Change/Correction	Reason	Effective Date
David Inzinna	Art Teacher	Moves to Step 4/BA+20 for 2017-2018 school year – salary unknown as contract not negotiated	Step Level Move Based on Contractual Guidelines	09/01/2017-06/30/2018

K-2 Appointments, Separation, Leaves of Absence & Substitutes

BE IT RESOLVED, that the following personnel recommendations be approved, as recommended by the Superintendent of Schools:

Name	Position/ Position Code	Department (Location)	Guide/Step Salary	Reason	Effective Date
Amanda Hill	Teacher of Music	Elementary School	BA+30/6 \$35,741 (65%)	Vacancy	09/01/2017 - 06/30/2017
Natalie Carrozza	Interventionist/ Instructional Coach	Elementary School	MA/9 \$36,304 (60%)	New Position Funded through REAP	09/01/2017 - 06/30/2017

K-3 Employment – Summer Hours (PD Workshops & Curriculum Writing)

BE IT RESOLVED that the following personnel recommendations be approved, as recommended by the Superintendent of Schools:

Name	Position	Compensation	Hours	Reason	Effective Date
Krista Travaglini	Reading Specialist	\$30/hour (use Title II A funds from FY 2017)	Not to exceed 16 hours	Attendance at 2017 South Harrison Summer Teacher Academy	6/27/2017-6/30/2017
Jessica Massing	Teacher	\$30/hour (use Title II A funds from FY 2017)	Not to exceed 12 hours	Attendance at 2017 South Harrison Summer Teacher Academy	6/27/2017-6/30/2017
Michele LaMalfa	Teacher	\$30/hour (use Title II A funds from FY 2017)	Not to exceed 12 hours	Attendance at 2017 South Harrison Summer Teacher Academy	6/27/2017-6/30/2017
Sarah Sobeck	Teacher	\$30/hour (use Title II A funds	Not to exceed 4 hours	Attendance at 2017 South Harrison Summer	6/27/2017-6/30/2017

Name	Position	Compensation	Hours	Reason	Effective Date
		from FY 2017)		Teacher Academy	
Marguerite Paolone	Teacher	\$30/hour (use Title II A funds from FY 2017)	Not to exceed 12 hours	Attendance at 2017 South Harrison Summer Teacher Academy	6/27/2017-6/30/2017
Lisa Henjes	Teacher	\$30/hour (use Title II A funds from FY 2017)	Not to exceed 12 hours	Attendance at 2017 South Harrison Summer Teacher Academy	6/27/2017-6/30/2017
Carolyn Olsen	Teacher	\$30/hour (use Title II A funds from FY 2017)	Not to exceed 8 hours	Attendance at 2017 South Harrison Summer Teacher Academy	6/27/2017-6/30/2017
Jennifer Smith	Teacher	\$30/hour (use Title II A funds from FY 2017)	Not to exceed 8 hours	Attendance at 2017 South Harrison Summer Teacher Academy	6/27/2017-6/30/2017
Krista Travaglini	Reading Specialist	\$30/hour	Not to exceed 40 hours	Summer Curriculum Writing: ELA/Writing K-2	7/1/2017-8/31/2017
Jennifer Smith	Teacher	\$30/hour	Not to exceed 20 hours	Summer Curriculum Writing: ELA/Writing 4-6	7/1/2017-8/31/2017
Michele LaMalfa	Teacher	\$30/hour	Not to exceed 20 hours	Summer Curriculum Writing: Mathematics 3-5	7/1/2017-8/31/2017
Sarah Sobeck	Teacher	\$30/hour	Not to exceed 13 hours	Summer Curriculum Writing: ELA/Writing 3	7/1/2017-8/31/2017
Sarah Sobeck	Teacher	\$30/hour	Not to exceed 20 hours	Summer Curriculum Writing: Mathematics K-2	7/1/2017-8/31/2017
Marguerite Paolone	Teacher	\$30/hour	Not to exceed 20 hours	Summer Curriculum Writing: ELA/Writing 4-6	7/1/2017-8/31/2017
Michele LaMalfa	Teacher	\$30/hour	Not to exceed 10 hours	Attendance at Summer NJSLS Science Teacher Workshop	7/1/2017-8/31/2017
Jessica Massing	Teacher	\$30/hour	Not to exceed 10 hours	Attendance at Summer NJSLS Science Teacher Workshop	7/1/2017-8/31/2017
Jennifer Smith	5 th Grade Teacher	\$30/hour	Not to exceed 20 hours	RTI Summer Work	6/22/17-8/31/2017
Krista Travaglini	Reading Coach	\$30/hour	Not to exceed 20 hours	RTI Summer Work	6/22/17-8/31/2017
Sarah Sobeck	Special Education Teacher	\$30/hour	Not to exceed 20 hours	RTI Summer Work	6/22/17-8/31/2017
Amy Corson	LDTC	\$30/hour	Not to exceed 20 hours	RTI Summer Work	6/22/17-8/31/2017
Beth Bakley	School Nurse	\$30/hour	Not to exceed 10 hours	Nurse Summer Hours	6/22/17-8/31/2017
Gail Bram	Media Specialist	\$30/hour	Not to exceed 20 hours	Computer Summer Hours	6/22/17-8/31/2017

L. General Administration**L.1. Discussion Items**

- Farm to School Program
- Close out /End of School Year
- Summer Flex Schedules
- Personnel Update

L-2. Enrollment Reports as of May 31, 2017:**Enrollment Report**

Grade Level	Current Totals	June 30, 2016
PK3	10	10
PK4	10	14
K	43	49
1	56	44
2	46	50
3	53	52
4	51	56
5	57	61
6	58	54
Resident Students	359	363
Choice Students	25	27
District Total	384	390

Attendance Report

2016 - 2017 Monthly Average % of Students in Attendance													
Grade Level	Sept %	Oct %	Nov %	Dec %	Jan %	Feb %	March %	April %	May %	June %	2016-2017 Current YTD Average %	2015-2016 Current YTD Average %	2014-2015 Overall Average %
Pre-K 3	98.0	95.2	93.0	91.9	88.5	85.3	88.2	89.7	90.5		91.2	93.3	96.5
Pre-K 4	94.7	94.8	92.7	91.3	93.0	93.8	94.8	92.7	96.7		93.5	96.3	94.8
K	95.7	94.1	92.2	94.7	91.4	90.8	93.0	93.8	93.7		93.2	96.7	95.2
Average Pre-K & K	96.1	94.7	92.6	92.6	91.0	90.0	92.0	92.1	93.6		92.6	95.5	95.5
1	93.9	94.3	93.5	91.1	90.0	93.1	91.3	94.1	90.9		92.7	96.9	96.0
2	95.7	96.3	94.9	91.2	89.9	93.6	94.4	90.6	94.2		93.3	96.6	96.5
3	96.1	96.1	94.1	90.7	93.7	94.3	95.3	94.2	95.1		94.3	96.4	95.6
4	99.1	98.1	96.6	95.3	95.7	95.6	96.3	96.0	98.0		96.6	96.5	95.7
5	98.9	97.5	95.7	93.1	95.4	94.7	96.1	97.5	95.9		96.1	96.9	95.7
6	97.7	97.8	94.8	95.8	94.9	91.8	97.5	95.1	94.9		95.7	97.2	96.6
Average 1 - 6	96.9	96.7	94.9	92.9	93.3	93.9	95.2	94.6	94.8		94.8	96.7	96.0
Overall District Average	96.8	95.7	93.8	92.8	92.1	91.9	93.6	93.3	94.2		93.7	96.6	95.9

L-3. Emergency Drills/Calls

School / Date	Time	Drill Description
South Harrison May 18, 2017	11:16 AM 1:30 PM	Lockdown Drill during lunches
South Harrison May 30, 2017	3:00 PM 3:03 PM	Fire Drill

L-4 Student Discipline, Violence/Vandalism, HIB as of May 31, 2017:

Infraction Reports	No. of Incidents this Month	2016-2017 Total-To-Date	2015-2016 Total
Detentions	3	14	5
Suspensions	0	2	7
Violence, Vandalism, Substance Abuse	0	0	0
Harassment/Intimidation/Bullying (Confirmed)	0	0	0

L-5 Out of District and/or Twilight Placement:

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the Out of District, as recommended by the Superintendent of Schools:
Gloucester County Special Service School District - 2017/2018

Name	Location	Tuition	Dates
#27142	Bankbridge Elementary	ESY \$4,140.00 2017-2018 \$39,600.00	7/10/2017-8/10/2017 9/1/2017-6/30/2018

Other LEA Out of District Placements - 2017/2018

Name	Location	Tuition	Dates
#12021	Mantua Twp.	\$25,000.00	9/1/2017 - 6/30/2018
#9088	Mantua Twp.	\$25,000.00	9/1/2017 - 6/30/2018
#10097	Harrison Twp.	ESY \$4,160.00 ESY 1:1 \$1,950.00 Tuition \$27,260.00 1:1 \$19,700.00	7/10/2017-8/10/2017 9/1/2017-6/30/2018

L-6 Educational Field Trips/Assemblies:

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the following Educational Field Trips/Assemblies, as recommended by the Superintendent of Schools:

Group	Event/ Destination	Date(s)	# of Students	# of Teachers/ Chaperones	Cost to the BOE	Cost to Students
6 th grade	Kingsway Regional School District	5/18/2018	55	3	\$400.00 bus cost	\$0.00
Enrichment Camp Field Trip	Mullica Hill Library	8/2/2017	21	4	\$153.95 bus cost	\$0.00

L-7 Programs:

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the following programs:

Programs
English Language Service Three-Year Program Plan School Years 2017-2020

M. Curriculum & Instruction**M-1 Professional Development – Staff Trainings, Seminars, Conventions, & Conferences**

Resolved that the following personnel Resolved that the following staff attendance at trainings, seminars, conventions, and conferences be approved:

Title of Program	Location	Date(s)	Attendee(s)	Educational Purpose	Cost to District
Summer Literacy Institute 2017	Lesley University, Cambridge, Massachusetts	7/10/2017 to 7/13/2017	Krista Travaglini	To provide essential navigating the literacy continuum to guide responsive teaching.	\$1,788.00
The Indispensable Assistant	Cherry Hill, NJ	7/24/2017	Elizabeth Wright	To gain practical skills to make the main office a more productive environment.	\$104.50

N. Finance**N-1 Line Item Transfers**

BE IT RESOLVED, that the South Harrison Township School District Board of Education ratify the line item transfers listed below for the 2016-2017 fiscal year as recommended by the Superintendent of Schools:

To Account	From Account	Amount	Justification
11-150-100-101-05-015	11-150-100-320-05-049	\$400	Home Instruction, Furniture and classroom supplies, Mystery Science Purchase, G&T supplies
11-190-100-610-05-021	11-190-100-340-40-034	\$2800	
11-190-100-800-05-021	11-190-100-640-40-025	\$600	
11-190-100-610-40-045	11-190-100-640-40-025	\$800	
11-000-263-420-05-054	11-000-261-420-05-052	\$500	Lawn Services
11-000-263-420-05-054	11-000-262-420-05-053	\$500	
11-000-263-420-05-054	11-000-262-610-05-053	\$500	
11-000-263-420-05-054	11-000-263-640-05-054	\$500	
11-190-100-610-05-051	12-000-252-730-60-051	\$14000	Boards, Switches, Tech
11-000-262-621-05-050	11-000-252-622-05-050	\$1000	Natural Gas, Health Benefit Opt Out Payments, Teacher Substitutes, Mission One Paraprofessionals
11-000-291-290-70-057	11-000-291-270-70-057	\$4000	
11-190-100-500-70-050	11-000-270-515-80-056	\$11000	
11-190-100-500-05-021	11-120-100-101-05-010	\$10000	
11-190-100-500-05-021	11-213-100-106-05-010	\$15000	

N-2 BE IT RESOLVED to approve the following:

Approval of Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of April, 2017. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of April 2017.

Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of April 30, 2017. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A:23A-16.10(c) 3, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Board Secretary in accordance with N.J.A.C. 6A:23A-16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

Board of Education Certification-pursuant to N.J.A.C. 6A:23A-16.10 (c) 4. We certify that after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major accounts or fund has been over expended in violation of N.J.A.C. 6A:23A-16.10 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

N-3 Payment of Claims

BE IT RESOLVED, that the South Harrison Township School District approve the following bill lists:

4/30/2017	\$33,502.85	Bill List
5/31/2017	\$294.05	Bill List
6/7/2017	\$173,455.87	Bill List
5/30/2017	\$113,334.23	Payroll
6/15/2017	\$113,344.47	Payroll

N-4 Student Activity Financial Report

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the Student Activity Financial Report as of May 31, 2017.

N-5 Directing the Distribution of the South Harrison Township School District Net Returned Surplus Funds Held in Trust by the Gloucester, Cumberland, Salem School Districts JIF

WHEREAS, the South Harrison Township School District, hereinafter referred to as BOARD, participated as a member district of the Gloucester, Cumberland, Salem School Districts JIF, hereinafter referred to as FUND, for the FUND fiscal year beginning July 1, 2006, and

WHEREAS, the FUND is a statutory filed school district joint insurance fund as defined in N.J.S.A. 18A:18B1-10 et seq., and

WHEREAS, the BOARD joined the FUND knowing that membership carries with it joint and several liability with all other member districts for each year of the BOARD's membership, and

WHEREAS, the BOARD understands that the FUND's Board of Trustees are the only persons authorized in law to make decisions as to when and how much of any available statutory surplus will be released by the FUND, and

WHEREAS, the BOARD understands that the FUND's Board of Trustees are the only persons authorized in law to make decisions as to when and how much of any projected deficit will be declared as an additional assessment due to the FUND, and

WHEREAS, the BOARD understands that Available Statutory Surplus is defined to be the amount of money in excess of the projected value of claims by line of coverage, plus an actuarially determined value for Incurred But Not Reported claims, subject to the surplus reserve calculations as defined in N.J.A.C. 11:15-4.6 et seq., and subject to review and approval by the Department of Banking and Insurance, State of New Jersey, prior to release by the Board of Trustees of the FUND, and

WHEREAS, the BOARD understands that it remains jointly and severally liable into perpetuity despite the earlier release of Available Statutory Surplus due to the possibility that a FUND year wherein a return of Statutory Surplus has been duly authorized could later be presented with a claim for which it could be responsible causing a demand for an additional assessment from each participating member district of that FUND year, and

WHEREAS, the BOARD understands that it remains jointly and severally liable into perpetuity despite the earlier collection of an additional assessment due to the possibility that a FUND year wherein an additional assessment has been duly authorized could later be presented with a need for additional assessments from each participating member district of that FUND year, and

WHEREAS, the BOARD recognizes its Share of Available Statutory Surplus authorized to be released by the FUND is as shown below:

Dollar amounts of Surplus/(Additional Assessment) by FUND Fiscal Year

Released by the FUND's Board of Trustees – Valued as of June 30, 2016 Financial Position

Fund Fiscal Year Total FUND Release BOARD's Share

July 1, 2006 to June 30, 2007	\$100,000	890
Subtotal Current Distribution	\$100,000	890
Aggregate Excess Loss Contingency Fund (Optional Distribution)	\$91,867	893
Total Distribution Available	\$191,867	1,783

, and

HEREAS, the BOARD understands that its options for directing the distribution of its net share of released Statutory Surplus to be as follows:

1. Direct the FUND to forward a check for the BOARD's full share to the BOARD,
2. Direct the FUND to apply the BOARD's share to the BOARD's 2017-2018 premium in the next FUND fiscal year (N.J.A.C. 11:15-4.21(e)) (current FUND members only),
3. Direct the FUND to apply the BOARD's share to the FUND's Aggregate Excess Loss Contingency Fund, which provides both current member districts and former member districts with an available individual contingency balance for use in satisfying any possible need for a supplemental assessment for any year they were a member and an annual capacity to use all or a portion of a member district's available balance in offsetting future premiums, or
4. Direct the FUND to apportion the BOARD's share as a stated dollar amount among options 1, 2, & 3 above such that the sum total of allocated dollars equals the amount of the Total Distribution available to the BOARD as noted above.

NOW THEREFORE, the BOARD directs the FUND to distribute the BOARD's share of its Net Distribution as follows (check the one box that applies):

☐ Forward a check in the full amount to the BOARD (please sign and return the enclosed payment voucher with your executed resolution).

X Apply the full amount to the BOARD's next 2017-2018 premium (current FUND members only),

☐ Apply the full amount to the BOARD's share of the FUND's Aggregate Excess Loss Contingency Fund.

☐ Distribute the full amount among options 1, 2 & 3 as follows:

N-6 Mission One Educational Staffing Services, LLC Agreement

BE IT RESOLVED, that the South Harrison Township School District approve the addendum to the Mission One Educational Staffing Services, LLC agreement for the 2017-2018 School Year as per agreement on file in the business office.

N-7 2017 ESY Transportation Jointure

BE IT RESOLVED, that the South Harrison Township School District approve a transportation jointure with Harrison Township School District for ESY in the amount of \$5,310.00.

N-8 Interlocal Agreement

BE IT RESOLVED, that the South Harrison Township School District approve an interlocal agreement with Pittsgrove Township School District for GCA Custodial Services for the 2017-2018 School Year effective July 1, 2017 through June 30, 2018 at a cost of \$160,822.50 annually.

N-9 Shared Service Agreements with the Kingsway Regional School District

BE IT RESOLVED, that the South Harrison Township School District approve the following shared service agreements with the Kingsway Regional School District for periods listed:

Shared Service	Term	Annual Cost
Facility Maintenance	07/01/2017 - 06/30/2018	\$60,000
Information Technology	07/01/2017 - 06/30/2018	\$35,000
Curriculum	07/01/2017 - 06/30/2018	\$60,000
CST Supervision	07/01/2017 - 06/30/2018	\$16,000
Business Administration	07/01/2017 - 06/30/2020	\$58,183; \$59,347; \$60,534

O. Policy**O.1 Policy First Reading**

BE IT RESOLVED, that the Kingsway Regional School District Board of Education recommend the following policies and regulations for First reading for revision and/or adoption.

Policy #9120 Parent Organizations

Motion carried by the following roll call vote:

YES NO ABSTAIN

Brown

Bruno

Cunningham

Huggins

McShea

Reilly

Tropea

P. Old Business**Board of Education Goals**

Goal 1: To review, analyze, and improve our fundraising policies to ensure that all fundraising practices are equitable among students and that procedures are clarified, ensuring the proper management of funds: Goal (1) is aligned with the South Harrison's Strategic Plan: Vision 2018. Strategic Plan IV:2,3,4. Chair Janet Brown

Goal 2: Ensure that all students are achieving at a high level as measured by various assessments utilized by the District. Goal (2) is aligned with the South Harrison's Strategic Plan: Vision 2018. Strategic Plan I:6, 7, 8. Chair Paul Tropea

Goal 3: Using the eight characteristics of effective school boards, the South Harrison Township Elementary School District Board of Education will become a board that functions as a cohesive and productive governmental unit. Goal (3) is aligned with the South Harrison's Strategic Plan: Vision 2018. Strategic Plan I, II, III, IV, & V. Chair Jim McShea

Q. New Business

R. Adjournment of Meeting

Motion by Reilly, second by Buckley, that the Board of Education adjourn the meeting at 9:49 p.m.

Motion carried unanimously

Respectfully Submitted,

Jason Schimpf
School Business Administrator/Board Secretary